

# National Assessment of Educational Progress (NAEP) Instructions for Completing Worksheets for English Language Learners (ELL)

*(Please review these instructions before completing the ELL Worksheet)*

NAEP's goal is to be as inclusive as possible. The expectation is that all students, except those who have been enrolled in U.S. schools for less than one full academic year, will participate on NAEP, as they do on their state assessments.

NAEP results are not reported for individual students or schools and do not affect a student's grade or a school's AYP results.

## Frequently Asked Questions

### Can students who are formerly ELL receive accommodations on NAEP?

No, students who are classified as formerly ELL participate in NAEP without accommodations. Only students who are classified as ELL can receive accommodations on NAEP.

### What is “one full academic year” as defined by NAEP?

One full academic year is defined as one full school year before the assessment. For example, if a student is currently in fourth grade, he or she would have attended school in the U.S. for all of third grade.

### What should we record in column H (accommodations the student receives when tested in the NAEP subject) if the student is not tested in that subject?

Record any accommodations that the student usually receives during classroom instruction.

### What if an ELL is withdrawn or graduated, never attends campus (e.g., home schooled), or is otherwise ineligible for NAEP (e.g., not enrolled in the sampled grade)?

Draw a line through that student's name, record a note in column H, and leave the rest of the worksheet blank for that student.

### What is the process for determining how a student should be included in NAEP?

- Before the preassessment visit, school staff complete the worksheets using these instructions and the ELL Inclusion Guidelines.
- At the preassessment visit, the NAEP representative will collect the completed worksheets, review them for consistency, and then discuss with the school coordinator how each student should be assessed on NAEP.
- All final inclusion and accommodation decisions are made by school staff and/or parents/guardians.

### What should I do with the completed worksheet(s)?

- Return all completed worksheets to the NAEP school coordinator by the date requested.
- If you are the school coordinator, put the completed worksheets in the red NAEP Storage Envelope. Your NAEP representative will collect them at the preassessment visit.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1850-0790**. The time required to complete this information collection is estimated to average 10 minutes per student including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4537. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** NAEP/NCES, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

**A project of the National Center for Education Statistics (NCES), Institute of Education Sciences, U.S. Department of Education.** The information you provide will be used for statistical purposes only. In accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347 and other applicable Federal laws, your responses will be kept confidential and will not be disclosed in identifiable form to anyone other than employees or agents. By law, every NCES employee as well as every agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of up to \$250,000, or both, if he or she willfully discloses ANY identifiable information about you. OMB No. 1850-0790 • Approval Expires 04/30/2013

## How to Complete the Front of the ELL Worksheet

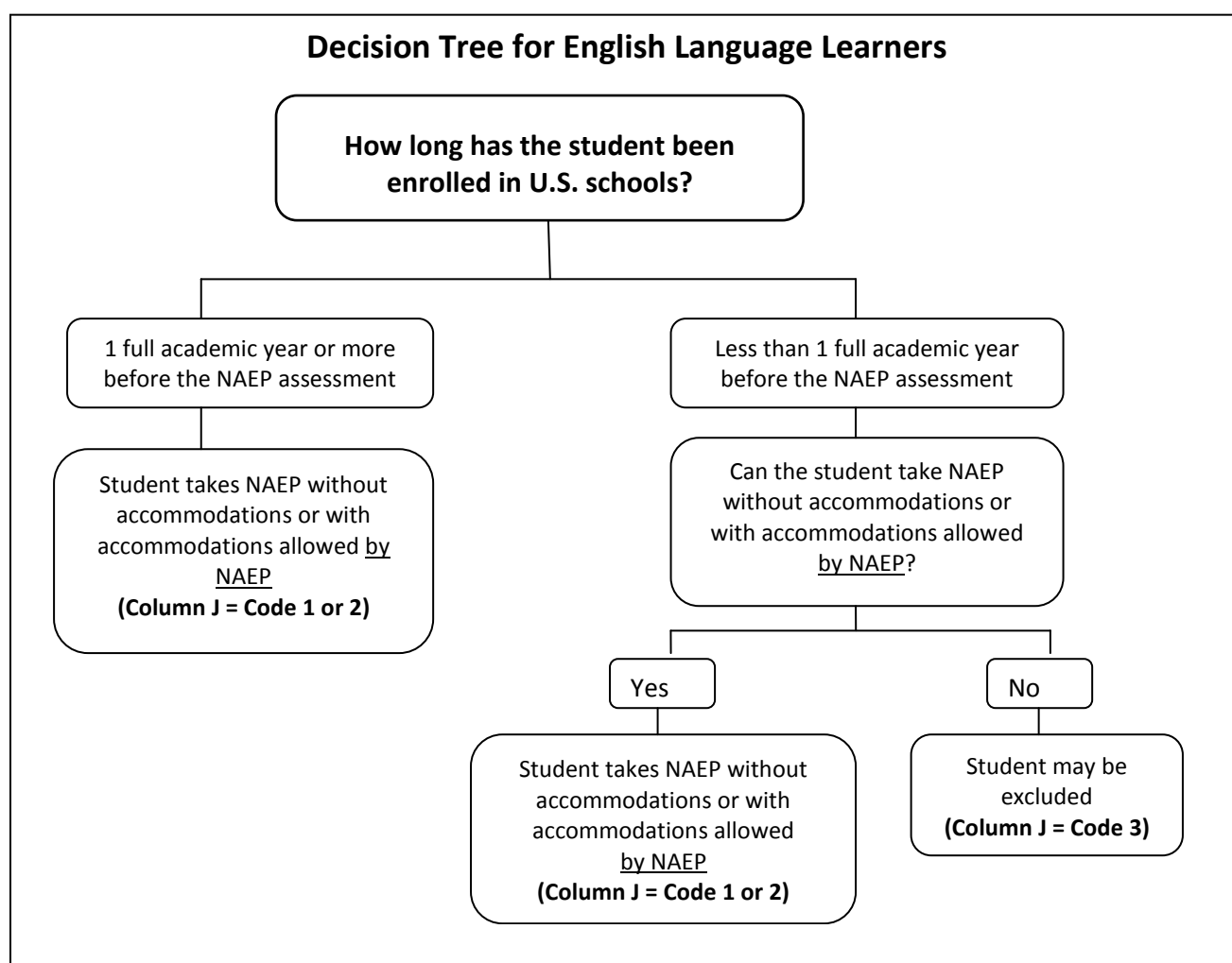
Columns A through D are preprinted.

- Names beginning with “&” in column A are also listed on the SD Worksheet (student is both SD and ELL).
- List any students sampled for NAEP who are currently classified as ELL, but whose names are not preprinted.

Columns E through J are to be completed by school staff.

- Column E:** Record the student’s current ELL classification, using one of the codes listed.
- Column F:** Record how long this student has been enrolled in U.S. schools, using one of the codes listed.
- Column G:** Record the student’s primary language, using one of the codes listed.
- Column H:** Record the accommodations this student receives when tested in the NAEP subject listed in column B. *Refer to the enclosed ELL Inclusion Guidelines for information on the allowed accommodations.*
- Column I:** Record if all of the accommodations listed in column H are allowed in the NAEP subject. *Refer to the enclosed ELL Inclusion Guidelines for information on the accommodations allowed by NAEP.*
- Column J:** To answer column J, review columns F, H, and I, and the Decision Tree below.

Column K is for NAEP Use Only



## How to Complete the Back of the ELL Worksheet

On the back of the worksheet are research questions for the same students listed on the front. *These questions are not used to determine how a student should be included in NAEP.*

To answer these questions, consult the person most knowledgeable about each student's English language proficiency and grade-level performance.

**Columns L through O** are preprinted.

**Columns P through R** are to be completed by school staff.

### **Column P: Including this school year, how long has this student been receiving academic instruction primarily in English?**

Record how long the student has been receiving academic instruction primarily in English, using one of the following codes:

- 1 = Does not receive academic instruction primarily in English
- 2 = Less than 1 year
- 3 = 1 to 2 years
- 4 = 2 to 3 years
- 5 = 3 years or more
- 6 = Don't know

For example, if a grade 4 student has been receiving academic instruction since second grade, the response should be code 4 (2 to 3 years). "Academic instruction primarily in English" means that the instructor presents academic content in English and the student receives only occasional translation of words or explanations of ideas/concepts in his/her native language.

### **Column Q: At what grade level does this student perform in the NAEP subject listed in column M?**

Record the grade level at which the student performs in the NAEP subject listed in column M, using one of the following codes:

- 1 = At or above grade level
- 2 = One year below grade level
- 3 = Two or more years below grade level
- 4 = Not receiving instruction in this subject
- 5 = Don't know

For example, a grade 4 student selected to take the NAEP math assessment who performs at a second-grade level should be marked as code 3 (two or more years below grade level).

### **Column R: For each item listed below, how would you characterize this student's English proficiency?**

- Listening comprehension in English
- Speaking English
- Reading English
- Writing English

For each skill listed, record the student's **English language proficiency**, using the following codes:

- 1 = ELL advanced
- 2 = ELL intermediate
- 3 = ELL beginning
- 4 = No proficiency
- 5 = Don't know

Refer to the ELL Inclusion Guidelines for information on how to complete this question. If no state-specific information is provided, the response should be based on the knowledge of the person most familiar with how this student's English language proficiency compares to other ELLs in the same grade.



UNITED STATES DEPARTMENT OF EDUCATION

Dear Principal or Administrator:

Thank you for allowing your school to participate in the National Assessment of Educational Progress (NAEP). These assessments are vital to measuring the academic skills and progress of the students in our nation and in each state.

As you know, the Individuals with Disabilities Education Act (IDEA) requires that all students with disabilities participate in state and district wide assessment programs through regular assessments, including with appropriate accommodations when necessary, or alternate assessments. The Elementary and Secondary Education Act (ESEA) likewise requires the participation of students with disabilities in the student academic assessments required under that Act, and also requires that English language learners, as well as other groups of students, participate in those state assessments. The law allows for reasonable accommodations on assessments administered to English language learners. Although federal law does not explicitly specify similar requirements regarding the participation of students with disabilities and English language learners in NAEP, the NAEP program has been working very hard to make its sample of students taking the assessments as representative as possible of all students. We are asking you to ensure that the greatest possible number of students with disabilities and English language learners in your school, who are selected to participate, do in fact take the assessments.

Please keep in mind that NAEP does not produce results for individual students or schools, as your state or district tests might. All results are summarized only at the national and state levels (and for a few large urban districts). In other words, the NAEP assessments do not impose consequences for the student or the school, and are instead intended purely to provide a picture of educational performance and progress.

We want to include as many students as possible in the picture NAEP provides for us. For this reason, we ask you to do all you can to help ensure the participation of students who are selected for NAEP whenever possible, including students with disabilities and English language learners. Students taking the NAEP are able to use most of the testing accommodations they usually receive in other tests (e.g., extended time, small group testing). Most students with disabilities and English language learners are indeed able to participate in NAEP with their fellow students.

NAEP is one of the most visible and important indicators of educational performance in this country, and we very much appreciate your support in making NAEP as inclusive as possible.

Richard L. Smith  
Acting Assistant Deputy Secretary  
Office of English Language Acquisition

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